



This packet may be submitted for the following:

- Site-specific reclassification of property or properties from one zoning district to another zoning district. The new zone must be consistent with the comprehensive plan and approval of such requests results in a change to the official Medina zoning map.

General Information

- A. A complete application is required at the time of submittal. Please answer all questions on the application clearly and completely.
- B. The City's application form must be used, however the answers to the criteria questions may be submitted on a separate sheet of paper.
- C. A Notice of Complete Application or Notice of Incomplete Application will be issued within twenty-eight (28) days of submittal.
- D. A Rezone requires a hearing in front of the Medina Planning Commission.

Requirements

I. APPLICATION

- A. The following documents are required at the time of submittal, unless otherwise indicated. A complete application will include:
 1. Completed Rezone Checklist, Rezone Application and Declaration of Agency form
 2. Proof of ownership (copy of deed)
- B. A word document formatted to Avery address labels containing the names of property owners and their mailing addresses for all properties within 300 feet **or** three (3) parcels depth, whichever distance is greater but not to exceed 1,000 feet. See mailing labels information bulletin for further information.
 1. Vicinity map showing the site with the 300' or three (3) parcels depth minimum buffer of property owners who will be notified of the application.
- C. Any related information and/or studies required by other provisions of the Medina Municipal Code, identified in the preapplication meeting, or deemed necessary by the director.

II. REZONE PROCESS

- A. Please submit the items listed above and any other information which may be required by the City at the time the application is filed.
- B. Following receipt of the Rezone Application, the City will review the application for completeness and either issue a Notice of Application which includes a public commenting period outlined in MMC 16.80.110(B)(7) or a Notice of Incomplete Application, listing the additional required documentation. Any comments that are received by the public will be forwarded to the applicant for response. A hearing will be schedule with the Medina Planning Commission and a Notice of Hearing will be posted, mailed, and published according to the general notice requirements in MMC 16.80.140 at least fifteen (15) days before the hearing date.
- C. STAFF REPORT AND MEETING AGENDA: A staff report and meeting agenda will be emailed to the applicant for review a week before the scheduled hearing.

III. PUBLIC HEARING

- A. The Planning Commission will hold an open-record hearing and make a recommendation in writing to the City Council. Planning Commission will base their decision on the information provided in the application and testimony given at the public hearing. Information provided to the applicant by City staff or consultants regarding previous actions shall in no way be construed to indicate what the Planning Commission's decision will be on a given application.
- B. At the public hearing all evidence for or against the application will be heard in the following order:
 - 1. The Planning Commission Chair will introduce the requested application.
 - 2. Testimony will be heard as follows:
 - a. Staff
 - b. Applicant and/or their representatives.
 - c. Audience in attendance.
 - 3. Correspondence applicable to the case will be provided to the Planning Commission.
- C. Testimony must be related to the case being considered.

IV. DISPOSITION OF CASES

- A. The Planning Commission will issue its written recommendation within forty-five (45) calendar days of the closing of the open-record hearing.
- B. Before any Rezone is granted, the all of the following conditions shall exist:
 - 1. The rezone is consistent with the comprehensive plan, or will be consistent with the comprehensive plan if a comprehensive plan amendment is proposed to be approved concurrently with the rezone approval; and
 - 2. The rezone bears a substantial relationship to the public health, general welfare and safety; and

3. The rezone is appropriate because:
 - a. The rezone will not result in a reclassification to a zoning district where the lot area of the subject property is greater than 120 percent of the required minimum lot area of the new zoning district (e.g., a 20,000-square-foot R-20 zoned lot could be rezoned to R-30 (67 percent of the minimum 30,000 square feet lot size), but not to R-16 (125 percent of the minimum 16,000 square feet lot size)); or
 - b. The rezone will correct a zone classification or zone boundary that was inappropriate when established; and
 4. The rezone is not a spot rezone. Provisions have been made for dedications, easements and reservations; and
- C. The Planning Commission's written recommendation shall include the following:
1. Statement of the facts presented that supports the recommendation;
 2. A statement of the conclusions reached based on those facts;
 3. Any conditions or restriction that are recommended to be placed upon the rezone; and
 4. The date of issuance of the recommendation.
- D. The City Council shall consider the Planning Commission's written recommendation no later than their next regularly scheduled meeting after the Planning Commission issues their recommendation.
- E. The City Council shall decide the site-specific rezone application at a closed-record meeting.

V. APPEALS

The decision of the City Council may be appealed by filing a land use petition to King County Superior Court within twenty-one (21) days from the date of the decision.



This checklist contains the minimum submission requirements for a rezone that are due at the time of submittal. Please note that not all items listed may apply to your submittal.

COMPLETE APPLICATION

<input type="checkbox"/>	Rezone Checklist
	Rezone Application: <input type="checkbox"/> Application form <input type="checkbox"/> Signature of applicant/agent
<input type="checkbox"/>	Declaration of Agency form
<input type="checkbox"/>	Proof of Ownership (copy of deed)
	Mailing labels – Word doc formatted to Avery address labels <input type="checkbox"/> Mailing labels containing the names of property owners and their mailing addresses for all properties within 300 feet <u>or</u> three (3) parcels depth, whichever distance is greater but not to exceed 1,000 feet. <input type="checkbox"/> Vicinity map showing the site with the 300' or three (3) parcels depth minimum buffer of property owners who will be notified of the application.
<input type="checkbox"/>	Any related information and/or studies (as applicable)



DEVELOPMENT SERVICES

REZONE APPLICATION

501 EVERGREEN POINT ROAD MEDINA, WA 98039
PHONE: 425-233-6414/6400

General Information

Owner Name:	
Property Address:	
Legal Description:	Tax Parcel Number:

Agent / Primary Contact

Name:	Email:
Contact Phone:	Alternative Phone:
Mailing Address:	City: State: Zip:

Property Information

Lot Size:	Current Zoning:	Proposed Zoning:
Is the lot within 200 feet of the shoreline? <input type="checkbox"/> YES <input type="checkbox"/> NO	Critical area(s) located on the property? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, please identify the shoreline environmental designation (MMC 16.61).	If yes, please identify (MMC 16.50) the critical area(s).	

Please describe any known nonconforming conditions:

Please provide a complete description of the proposed project (attach additional pages if necessary):

Reclassification of Zoning Approval Criteria

The following is a list of the approval criteria that must be addressed in order to approve a reclassification of zoning request. Please respond to each item by providing as much detailed information as possible to support your request. Attach more pages if necessary.

1. The rezone is consistent with the comprehensive plan or will be consistent with the comprehensive plan if a comprehensive plan amendment is proposed to be approved concurrently with the rezone approval.

2. The rezone bears a substantial relationship to the public health, general welfare and safety.

3. The rezone is appropriate because:
 - a. The rezone will not result in a reclassification to a zoning district where the lot area of the subject property is greater than 120 percent of the required minimum lot area of the new zoning district (e.g., a 20,000-square-foot R-20 zoned lot could be rezoned to R-30 (67 percent of the minimum 30,000 square feet lot size), but not to R-16 (125 percent of the minimum 16,000 square feet lot size)); or

b. The rezone will correct a zone classification or zone boundary that was inappropriate when established.

4. The rezone is not a spot rezone.

I certify under the penalty of perjury that I am the owner of the above property or the duly authorized agent of the owner(s) acting on behalf of the owner(s) and that all information furnished in support of this application is true and correct.

Signature _____ Owner Agent Date _____

Signature _____ Owner Agent Date _____